

U.S. DEPARTMENT OF STATE
U.S. Embassy Belgrade, Serbia
Public Diplomacy Section (PDS)
Notice of Funding Opportunity (NOFO)

Funding Opportunity Title (Grant Program): Serbian-American Cooperation Grants (FY2022)

Funding Opportunity Number: SRB10022FO005

Deadline for Applications: March 31, 2022

Assistance Listing Number: 19.040

Total Amount Available: \$400,000

Please note that this notice is subject to availability of funding.

A. PROGRAM DESCRIPTION

The Public Diplomacy Section (PDS) of the U.S. Embassy in Belgrade announces an open competition for individuals and organizations to submit applications for the **Serbian-American Cooperation Grants Program**.

Please check for information on other PDS funding opportunities on the U.S. Embassy website at: <https://rs.usembassy.gov/education-culture/grants-programs/>.

Priority Region: Serbia.

Program Objectives:

PDS welcomes proposals for creative, engaging projects that align with the U.S. Embassy's main objectives. That includes strengthening the Serbian-U.S. relationship and explaining U.S. culture, society, values, and policies to Serbian audiences. The Embassy is also working with Serbia's government, civil society, business community, and other partners on promoting economic development and fighting brain drain; strengthening democracy, including through supporting civic participation; encouraging a free press and human rights; and advancing regional stability and cooperation. Progress in those areas should assist Serbia on the path toward its stated goal of European Union (EU) membership.

Projects funded through this NOFO must include an American element. That could involve a connection or partnership between Serbian and American organizations or institutions; inviting an American expert to take part, in person or virtually, in your project; hosting a program to examine shared Serbian-American values, national interests, etc.; or incorporating a U.S. approach or method for addressing a challenge facing your community, institution, or profession.

Grant activities may take the form of academic competitions, summer camps (focused on language study, sports, etc), cross-border exchanges, conferences, workshops, courses,

curriculum development, exhibits, hackathons or app development, online projects, mock trials or moot court competitions, simulations and role-playing activities (e.g., Model Congress, Model United Nations), film or theater festivals, performances, or other activities.

Projects should begin no earlier than 1 July 2022 and no later than 1 July 2023. All activities and your evaluation or assessment of the project should be completed within 18 months. Activities should focus on audiences in Serbia. However, applicants may include participants or partners from neighboring countries of the Western Balkans, if it is in support of the project's objectives. (See "Participants and Audiences" below.)

Serbian-American Cooperation (SAC) grants proposals should be crafted with a S.M.A.R.T. logic model. The objective of your activity should be: Specific, Measurable, Achievable, Relevant to the problem or challenge, and Time-based, meaning that you will meet them by a certain date.

In accordance with the [Executive Order on Advancing Racial Equity and Underserved Communities](#), proposals should demonstrate how the program advances equity with respect to race, ethnicity, religion, income, geography, gender identity, sexual orientation, and disability. The proposal should also demonstrate how the program will further engagement in underserved communities and with individuals from underserved communities. Proposals should demonstrate how addressing racial equity and underserved communities will enhance the program's goals and objectives, as well as the experience of participants.

In light of social distancing measures, and to limit the spread of COVID-19, we welcome proposals that utilize video conferencing, distance learning tools, etc. If your proposal includes in-person activities, please consider the inclusion of contingency plans, if the health situation requires that social distancing measures be implemented during the grant period.

Grantees are expected to: publicize your activities, including through social media and/or traditional press outlets; and highlight U.S. Embassy support, with our logo included on project-related materials.

Program Themes: The Embassy seeks applications focusing on the themes below. We have included ideas about what your project could do, but we welcome creative approaches and activities.

- **Fighting Brain Drain: Through Entrepreneurship, Innovation, and/or Tourism Promotion.**
 - Leveraging Serbia's historic and cultural sites, including past beneficiaries of Ambassadors Fund for Cultural Preservation (AFCP) grants, and/or its natural treasures (e.g., parks, rivers, mountains, farmlands, vineyards, etc.) to attract more tourists and promote local economic development.
 - Promotion of entrepreneurship, innovation, the study of STEM subjects (science, technology, environment, and math), and business development skills, including activities focused specifically on women, youth, minorities, members of other

disadvantaged groups, and/or underserved communities, particularly in smaller towns and in rural areas.

- Protection of intellectual property rights to help entrepreneurs, inventors, and artists generate income through their ideas, innovations, inventions, and works.
 - Practical, helpful, and realistic strategies and approaches to assist Serbian businesses and communities to recover economically in the post-coronavirus period.
- **Equal Opportunity for People With Disabilities (PWDs): Inclusion and Advocacy in Education, Workforce, Civic Participation, and Social Interaction.**
 - Generation of broader awareness and discussion about the challenges faced by the disabled community by publicizing activities and successes of the disabled community in Serbia; showcasing best practices of NGOs, government offices, schools, institutions, and unions; or drawing lessons from the U.S. struggle to expand the rights of PWDs that can be adapted and applied in Serbia.
 - Advocating for greater PWD access to opportunities in education, employment, sports, civic engagement, public policy debates, culture, and other fields including teachers and schools who provide quality instruction to children with learning disabilities; and communities that minimize or remove physical barriers to PWDs and provide easier access for the deaf/hard of hearing and the blind/visually impaired.
 - **Human Rights.** PDS welcomes projects focused on women's rights and on promoting equality for ethnic and religious minorities, the LGBTQI community, refugees and migrants, and other disadvantaged or vulnerable populations.
 - **Serbian-American Ties.** PDS welcomes projects that inform and educate audiences in Serbia about historical, cultural, scientific, and people-to-people ties between our two countries.
 - Highlight cooperation and the contributions of citizens from both countries in different sectors (economic, governance, security, health, science, education, culture, etc.), either in the past or currently;
 - Publicize joint efforts to combat global problems such as climate change, disease, terrorism human trafficking, international crime;
 - Explain and foster debate about current U.S. policies toward Serbia, the region, and Europe;
 - Explore the intersection of Serbia's and America's national interests;
 - Examine the benefits of past and current cooperation and coordination with the U.S. and western institutions (including the EU), U.S. assistance, and/or investments in Serbia; examine the impact of people-to-people contacts on our two countries, including through immigration and/or exchange programs;
 - Underscore our common attitudes and shared values, including our faith in democracy, commitment to academic inquiry, etc.
 - **Regional Cooperation / Finding Joint Solutions to Common Problems.**

- Identify joint approaches in solving problems or challenges currently facing the Balkan region, e.g., in education, environmental protection, in combating brain drain, in tourism promotion, in crisis planning, in human rights protection, etc;
 - Expand and strengthen ties of Serbian professional societies and civil society organizations with their counterparts in the Balkan region;
 - Promote mutual understanding, tolerance, and respect among peoples of the Western Balkans;
 - Support the normalization of relations between Pristina and Belgrade, including projects focused on education, the environment, economics, etc.
- **Education.** Promotion of innovative or interactive teaching methods, student-based or project-based education, inside or outside the classroom, and/or development of educational TV, radio, online, and video game programs, that focus on:
 - civic education
 - promoting active engagement by citizens, including young people, in the democracy process;
 - expanding students' understanding of governmental structures at the central and local level, policy-making, representational government, and their rights and responsibilities as citizens in a democratic society;
 - examining the role of non-governmental institutions, including the media, business, and civil society, in policy-making;
 - involving students in debates on matters of public interest;
 - examining the role Serbia does or can play in diplomacy, promoting regional and global stability, and/or combating global problems, such as crime, terrorism, human trafficking, disease, etc.
 - combating anti-Semitism through Holocaust education.
 - promotion of tolerance and understanding of individuals from different ethnic or religious backgrounds, who are disabled, from the LGBTQI community, or from some other disadvantaged or vulnerable population.
 - promotion of gender equality.
 - ensuring children from disadvantaged or vulnerable populations, or from more remote areas of the country, have equal educational opportunities.
 - strengthening academic integrity and combating corruption in education.
 - establishing or strengthening of linkages between American and Serbian academic institutions, including faculty, staff, and/or students.

Please note that PDS generally will not fund cultural or athletic activities, including travel to Serbia by American performers and athletes, unless they serve one of the Program Themes. Once again, information on other PDS funding opportunities, some connected directly or indirectly to the above Program Themes, are listed on <https://rs.usembassy.gov/education-culture/grants-programs/>.

Participants and Audiences: The goals and objectives of the project will determine the audience. PDS is seeking to support projects that strategically target audiences that will have the greatest impact and can work for the most positive change in communities in Serbia. In addition

to primary audiences (e.g., teachers) projects may also have secondary audiences or beneficiaries (such as students who will benefit from the teachers' training).

Please note that the participants or audiences for the proposed activity should be citizens or legal residents of Serbia.

If your project idea might involve citizens of other countries, please see C.4. below, to understand restrictions on funding.

B. FEDERAL AWARD INFORMATION

Length of performance period: Up to 18 months (including your evaluation or assessment period)

Number of awards anticipated: 10-15 awards (dependent on dollar amounts of the grants issued)

Award amounts: Awards may range from a minimum (floor) of \$3,000 to a maximum (ceiling) of \$50,000*.

Total available funding: Approximately \$400,000.

Type of Funding: FY22 D&CP Funds.

Anticipated program start date: Your project should start no earlier than July 1, 2022 and no later than July 1, 2023 (i.e., next year).

* Note: PDS strongly recommends that first-time applicants keep their budget under \$25,000.

This notice is subject to availability of funding.

Funding Instrument Type: Grant or Fixed Amount Award

Program Performance Period: Proposed projects should generally be completed within 6-12 months, or up to 18 months for bigger, more complex projects. (This includes the time for assessment and evaluation, as well as the drafting of the final report.)

The U.S. Department of State may entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants. Businesses and other for-profit organization may not apply for funding under this NOFO. The following entities, from Serbia or from the United States, are eligible to apply:

- Not-for-profit organizations, including educational and cultural institutions, civil society organizations or non-governmental organizations, think tanks, professional associations, media outlets, etc.

- Governmental institutions.
- Individual citizens, including alumni of U.S. Government (USG) exchange programs, who have a demonstrated capacity or proven track record to carry out the proposed activities.

To be eligible for consideration, every Serbia-based applicant organization must be registered in the territory of the Republic of Serbia with the *Agencija za privredne registre* (APR).

2. Cost Sharing or Matching. Cost sharing is allowed but not required and will not impact funding decisions.

While filling out the application, you will be required to tell us whether you are also receiving funding from other donors for your project. Please be aware, however, that you must be able to carry out all the activities described in your application with the funding you receive, even if the contributions from other donors or other funding sources fail to materialize.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must receive a unique entity identifier (UEI) from Dun & Bradstreet called a Data Universal Numbering System or DUNS number, as well as a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations. Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

If an applicant (either individual or organization) has already received a grant from the U.S. Embassy the grant period for the new project will overlap with the existing one, or if an organization has submitted more than one project proposal, please use section “y” in the application form to explain how you will manage more than one project and describe your capacity to do so.

4. Funding Restrictions.

You may NOT apply for a grant from PDS if your project:

- involves partisan political activity;
- involves charitable activities and/or the distribution of humanitarian aid;
- is a fundraising campaign;
- is commercial in nature, i.e., you or a project partner are making money from this project, or the activity supports a current or future business or entrepreneurial venture.
- involves the provision of health care or services, childcare, food subsidies, or other social services to populations.

This funding opportunity aims to support specific projects with objectives which can be achieved within a set timeframe. We will not accept applications which are aimed more broadly at supporting your organization’s usual or typical daily activities and operations.

Those will be deemed technically ineligible and will not be considered for funding by the review committee.

For this particular NOFO, grant funding can be used to cover the cost of travel within the region if attendance by participants from neighboring countries is an essential part of the project. As a general rule, at least half the participants in your project should be citizens of Serbia. Please contact PDS if you have further questions about projects involving participants from other countries besides Serbia. Grant funding can likewise be used to cover the cost of travel between the United States and Serbia for program participants if that is an essential part of the project.

As a general rule, participants or audiences should not be charged for taking part in any PDS-funded activity. If you envisage that your project activity will not be free for some reason, please contact PDS while you are in the process of completing the application to see whether that could be allowed. Depending on the funding source, PDS might be able to support your project, but only if you can demonstrate how the revenue generated will be used to support the larger objectives and explain that your organization will profit from the modest entrance fee.

See also “Guidelines for Budget Justification” under Section H below for more information on budget items.

D. APPLICATION AND SUBMISSION INFORMATION

1. Requesting the Application Package

All the mandatory application forms required below are available online at <https://rs.usembassy.gov/education-culture/grants-programs>. We do not send out hardcopy versions of the application packages.

2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Please ensure that:

- the proposal clearly addresses the goals and objectives of this funding opportunity
- all documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted either to A4 or 8 ½ x 11 paper.

The following documents are **required**:

- a. One of the following two forms:

- **SF-424 (Application for Federal Assistance – organizations)** if the applicant is an organization; or
- **SF-424-I (Application for Federal Assistance --individuals)** if the applicant is an individual person;
- b. **SF-424A (Budget Information for Non-Construction programs)**
- c. **SF-424B (Assurances for Non-Construction programs)** if the applicant is:
 - an individual;
 - an organization whose registration in SAM.gov is still pending.
- d. **Grant Application Form for FY2022 (Fiscal Year 2022).** Note: Detailed directions for filling out the grant application are included with the form.
- e. **Budget Justification Narrative (Excel Spreadsheet):** After filling out the SF-424A Budget (above), use the Excel spreadsheet template to describe and explain each of the budget expenses in detail. See *section H. Other Information: Guidelines for Budget Submissions* below for further information.
- f. **Attachments**
 - 1-page CV or resume of key personnel who are proposed for the program
 - Letters of support from program partners describing the roles and responsibilities of each partner, if applicable.
 - If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
 - Official permission letters, if required for program activities.
 - If you still have not completed SAM.gov registration, a screenshot from SAM.gov reflecting that you have started the process.

Please follow all the instructions when filling out the Application Form.

3. **Required Registrations:** Registration for a Unique Entity Identifier (UEI), obtaining an NCAGE/CAGE code, and registering within the System for Award Management (www.SAM.gov) is not optional for organizations, i.e., it is mandatory. Individuals applying under this NOFO, however, can skip this section.

Please be aware that SAM registration must be renewed annually.

Please be aware that if an applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management \(SAM\)](#), the individual or organization is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

Again, all organizations applying for grants (but not individuals) must obtain these registrations. All are free of charge:

- Unique entity identifier (UEI) from Dun & Bradstreet (DUNS number)

- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a DUNS number, which is a Unique Entity Identifier (UEI), and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>

NCAGE application: Application page here:
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:
<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423
For NCAGE help from outside the U.S., call 1-269-961-7766
Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: <https://www.sam.gov>. SAM registration must be renewed annually.

IMPORTANT NOTE: The registration process can take some time and past applicants have, in fact, run into difficulties. Please do not wait until the last minute to start the registration process. If in the end you are unable to complete the SAM registration by the application submission deadline, check the appropriate box in section “h” of the application form after “SAM.gov Registration,” and attach a screenshot from SAM.gov as proof that you have started the registration process. Let us know as soon as you have completed your SAM registration. Until that step is complete, the review panel will not read or consider your application. If you are unable to finish the SAM registration process, we unfortunately will be unable to support your project.

4. Submission Dates and Times

Applications are due March 31, 2022

5. Other Submission Requirements

All application materials must be submitted by email to BelgradePDSGrants@state.gov.

If PDS does not receive a complete project proposal at the above address by the deadline, it will be considered technically ineligible and will not be considered for funding.

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

- **Quality of the project proposal.** The proposal is well-developed, clear, and innovative. It offers a creative approach and/or solutions to deal with the stated problem or challenge, focused on specific audiences or participants, with an approach that is likely to achieve results and have an impact. The application includes sufficient details that spell out exactly what the project activities will entail, and how and when elements will be carried out, with a reasonable implementation timeline and clear milestones provided. Appropriate partners, if applicable, have been identified and have agreed to take part in the activity. **(40 points)**
- **Organizational capacity and (if applicable) record on previous grants.** The individual or organization submitting this application has the qualifications, skills, talent, drive, and/or demonstrated ability, perhaps with the assistance of an identified partner organization or contractor, to carry out the grant activities (outputs) with the participants, which will provide a good chance of achieving the goals and objectives laid out in the proposal. Applicant has sufficient internal controls in place to monitor activities, track spending, etc. If the applicant has received a grant (or grants) in the past from PDS or others, those were carried out in line with the project proposal[s], reports were filed in a timely manner, etc. **(20 points)**
- **Monitoring and Evaluation (M&E) Plan.** The project has a clearly identified, S.M.A.R.T. objectives (in addition to outputs), with a good approach to measure the impact of the grant activity on target audiences and/or to bring about some change. (S.M.A.R.T. stands for: Specific, Measurable, Achievable, Relevant, and Time-bound.) The proposal outlines in sufficient detail how activities will be monitored or tracked. The applicant also has a plan for how to measure or evaluate impact or results, giving the organization the ability to explain in a report or what has changed as a result of the project, where the project succeeded, where it might have fallen short, and to discuss lessons learned. **(15 points)**
- **Support of Underserved Communities.** The proposal should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation. **(5 points)**
- **Budget.** The figures, narrative, and justification are complete and reasonable in relation to the proposed activities and anticipated results. The budget accounts for

all necessary expenses and the justification is detailed. Costs are reasonable and realistic in relation to the proposed activities and anticipated results. **(20 points)**

- **Potential for Multiplier Effect/Longer-term Impact/Sustainability.** The proposal includes a discussion of the follow-on impact of the funded activity even after the end of the program through the multiplier effect or through expected follow-on activities by the applicant and/or partners and/or primary or secondary audiences. **(Up to 10 points extra)**

2. Review and Selection Process

A grants review committee will evaluate all eligible applications. You may be asked to submit additional information and/or a revised budget. Please also be aware that, depending on the availability of funding, PDS might be able to fund only part of the budget you have requested.

3. Anticipated Announcement and Federal Award Dates

PDS anticipates that final funding decisions will be made by May 15, 2022.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document, and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: PDS will discuss payment method and frequency with you before issuance of the award.

2. Administrative and National Policy Requirements

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply.

These include:

- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following:

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
 - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
 - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
 - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
 - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

3. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

The final report to PDS must be submitted no later than 120 days after the project end date.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact:

BelgradePDSGrants@state.gov.

H. OTHER INFORMATION

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the fees -- wages, salaries, and benefits -- of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program. Total fees for any staff who might be engaged in the implementation or execution of the project (e.g., project manager, project assistant, accountant, etc.) cannot exceed 30% of the total project budget. Fees should be reasonable, in accordance with expected levels in the locality where the grant activity is taking place.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. Costs for international travel, including within the Balkans, can be included in the budget only if that travel is essential to the implementation of the project. Please make sure the project proposal makes clear why international travel is necessary. If you are proposing a visit to Serbia by a subject matter expert, trainer, instructors, performer, or anyone else from the United States, please contact PDS to check whether that would be an allowable expense.

Honorarium: Honorarium is limited to a maximum of \$250 per day. Compensation for time spent preparing for a presentation, workshop, or other activity, however, can be included in Personnel and Fringe Benefits, including hours spent in preparation based on a realistic hourly rate.

Equipment: The budget cannot include purchase of any equipment, which is defined by the USG as property costing \$5,000 or more with a useful life of one year (or longer than the duration of the grant). Only rental of equipment is allowed. The rental should be listed under "Other Direct Costs."

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, see entry for "Equipment."

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating, such as rent, salaries for personnel not directly involved in the project, etc. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68. If you do this, you are obviously not allowed to include itemized indirect costs in your budget request.

Cost Sharing. The term “cost sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Food and Beverages: Costs for food and other drinks cannot exceed 10% of the total amount of the award. This includes meals for organizers, experts, and participants during in country travel.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.